



Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

PLANNER – FULL TIME

DEADLINE FOR APPLYING: Friday, February 07, 2025

To apply online: <https://www.governmentjobs.com/careers/norfun/>. **Requires a District Employment Application (resume's will be accepted only with a completed Application), Supplemental Questionnaire, and current DMV printout. Current employees contact the HR office for instructions on how to apply.**

RECRUITMENT PROCESS: Can consist of any of the following: Application review, Questionnaire(s) review, Written Exam, Previous work sample, Oral Interview(s).

BASIC FUNCTION: Works closely with the design team to support drafting, design, mapping, planning, and construction administration needs for project development and project management for smaller projects. Assists in the organization and operation of the Capital Improvement Projects program. General construction inspections and coordination efforts. Assists with various levels of planning from local development to long-range planning. Work performed is of routine difficulty.

STARTING SALARY RANGE: \$25.69 - \$28.32 + benefits

MAXIMUM SALARY RANGE: \$34.43

HOURS: 40 hours per week, typically, 8am to 5pm, dependent upon department needs.

QUALIFICATIONS: College degree in Landscape Architecture, Geology, Urban Planning, or related field and one year experience in CAD preferred. Training in site development drawings, irrigation plans, and landscape plans strongly desired. OR an equivalent combination of training and experience which provides the capabilities to perform the described duties. Requires a valid California Driver's License with a driving record within District safety standards. Candidate will work under direction of a licensed landscape architect for credits toward licensure if candidates so choose. Knowledge of computers and related software applications (Microsoft suite, and Adobe products); drafting software applications (AutoCAD and LandFX preferred); drafting techniques; GIS principles and practices; design skills strongly desired, must include a sample of previous work at the time of application; planning principles and theory; ordinances and regulations; research methodologies; report writing techniques; bidding procedures and contract administration; and knowledge of project construction practices and methods is important. Ability to work in close communication with the supervisor, co-workers, and others; perform work involving a degree of independent judgment, speed and accuracy; be a self-starter who is highly organized and detail oriented; problem solve with a solutions-based approach, seeing implications, possible complications and consequences, and responds with potential solutions; work under pressure; meet fast paced project timelines and take on diverse projects; follow oral and/or written instructions; read and verify information; communicate effectively verbally and in writing; be conscientious of deadlines; able to work in a team environment, understand division policies and procedures; and maintain the daily work schedules and be willing to adjust schedule to meet the needs of the department. Must be able to relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; be detail oriented; and respond appropriately to correction and feedback from a supervisor

CONDITIONS OF EMPLOYMENT WITH THE DISTRICT: An offer of employment will be contingent upon passing the following:

- A background investigation will be conducted to include fingerprinting
- Must submit to a post offer medical, functional capacity exam, and drug screen
- Must submit verification of your identity and citizenship or legal right to work in the United States.
- Driving record must comply with District safety standards.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Standard office environment and working conditions. Indoor work consists of sitting at a desk for long periods of time, constantly working with a computer, and other related office equipment, and regular communication with others either by telephone or in person. Outdoor work environment to include, operate a vehicle and related equipment, and walk from automobiles to various locations, to include construction sites, parks and facilities. May carry or lift, up to 50 lbs. The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

DETAILED DUTIES AND RESPONSIBILITIES: The following typical tasks and responsibilities are representative of the position's essential duties. May not be assigned all duties listed, nor does this cover all duties which may be assigned.

- Performs routine and complex work in the design, mapping, layout and preparation for site development.
- Drafts site development designs from multiple sources that include sketches, notes, emails, computer generated, consultant files and verbal instruction.
- Correct drawings from red-lined or other revisions.
- Produces final plans and specifications by computer suitable for multiple reproduction, bidding purposes and as-builts.
- Assists with the outlay and development of the District's maps in coordination with the County, surrounding cities and other agencies using ArcGIS and/or other mapping software.
- Consults with District staff in computer drafting and/or hand drafting for site development and provide designs as directed.
- Assists with construction inspection and coordination of development projects.
- Project management for smaller projects as assigned.
- Assists with planning related documentation such as CEQA, land development requests and Quimby Act, application completion and recordation, grant paperwork, board paperwork related to planning/projects and review and response for local planning correspondence.
- Maintain development fees and maintenance district documentation and assist in annual preparation of district tax assessments.
- Assists with public meeting preparation, documentation and attendance, listen to and address concerns, attend local agency meetings as applicable to the District, provide feedback and discussion.
- Utilizes computers for data analysis, report generating, documentation, project evaluation, preparation of correspondence, reports, layouts, charts, graphs, forms, and record keeping.
- Designs, computer generated displays, charts, presentations, and graphs.
- Assists with research, compiling, summarization, distribution and recording of documents and data, and follow-up contact as required.
- Operates various office equipment, including computer, copy machine, fax machine and scientific calculator.
- Maintains the required training for the position.
- Attend all required meetings and training recommended by supervisor.
- Performs related duties as assigned or as the situation dictates.

DISTRICT EXPECTATIONS OF THIS POSITION:

- Consistently reports to work on time prepared to perform job duties
- Prioritizes and performs duties as workload necessitates
- Communicates regularly with supervisors about program issues
- Provides outstanding customer service
- Maintains respectful attitude
- Interact with customers and co-workers in a positive and courteous manner
- Responsible for the efficient and effective delivery of services.

AN EQUAL OPPORTUNITY EMPLOYER

North of the River Recreation and Park District, 3825 Riverlakes Dr, Bakersfield, Ca., 93312 (661) 392-2000 www.norfun.org

ADDENDUM TO DISTRICT EMPLOYMENT APPLICATION PLANNER

APPLICANT: _____ DATE: _____

The information provided in your application must support your selected answers to the supplemental questions. The information you provide will be verified and documentation may be required. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during an interview. By completing this supplemental questionnaire, you are attesting that the information you have provided is accurate. Any misstatements, omissions, or falsification of information may eliminate you from consideration or result in dismissal.

- Yes, I understand and agree
- No, I do not agree

1. Describe your specific education, training and/or knowledge you have in the planning profession.

2. Describe a park or recreational project that you admire. What aspects of the design or planning process do you think contributed to its success?

